

MONTEREY COUNTY OFFICE OF EDUCATION
COORDINATOR TO THE SUPERINTENDENT
OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFICATION Confidential
SALARY LEVEL: C-7
WORK YEAR: 227

DEFINITION:

Under the direction of the County Superintendent, the Coordinator to the Superintendent is responsible to coordinate and manage a wide variety of ongoing and special projects as well as day to day administration of the office. The coordinator serves as a liaison with all levels of staff, public officials, school district personnel, and community representatives for all County Superintendent business; researches, designs and executes communications projects and electronic outreach initiatives; supports and performs all other related duties.

SUPERVISOR:

County Superintendent of Schools

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Serve as the representative for the Monterey County Office of Education (MCOE) and school districts as a member of the Office of Emergency Services and MCOE Incident Command Team
- Serve as a liaison to the general public, public agencies, school districts, community leaders, and other MCOE departments on behalf of the County Superintendent
- Communicate at a high level of competency in the English language, both orally and in writing, including composing and maintaining correspondence, responses and memoranda
- Compose highly effective, targeted communications to ensure that accurate, appropriate and impactful communications are delivered in a timely manner
- Create content, graphic design and layout for MCOE communications, programs, flyers, web site, social media and publications as well as presentations, and handouts for workshops and events
- Evaluate and execute the creation and production of communication projects and events

- Draft responses, correspondence, resolutions, memoranda, and agendas
- Participate in the research, composition, compilation and distribution of reports, including confidential materials, on behalf of the County Superintendent
- Serve as Emergency Response Coordinator and backup Public Information Officer (PIO)
- Research and prepare material for MCOE Board of Education meetings and agendas
- Develop and coordinate communications and activities among the Superintendent, Superintendent's Cabinet, Monterey County school districts, Monterey County School Boards Association, other agencies, and internal departments
- Coordinate meetings, trainings, workshops, conferences, and events conducted by the County Superintendent as well as the Monterey County School Boards Association executive council
- Assist with website maintenance and digital content
- Prepare requisitions and purchase orders and monitor budget transactions. When necessary, make appropriate budget transfers; compose and prepare reports and maintain contract management tracking system and asset management system
- Provide administrative assistance to special committees as needed
- Assist in arrangement of appointments and engagements for the County Superintendent
- Exercise independent and sound judgment in responding to the public and handle items not requiring immediate attention of a higher level administrator
- Interact and communicate effectively in all business situations showing courtesy and tact
- Receive and respond to telephone calls, email, visitors, and inquiries from the public
- Coordinate travel arrangements, conferences and meetings including scheduling of facilities, coordinating calendars, meal arrangements, etc. and ensure thorough preparation for all engagements and presentations
- Prioritize and manage multiple tasks to meet specific deadlines
- Utilize all modern office technology efficiently and effectively
- Assist with any other business of the office of the County Superintendent of School
- Represent the County Superintendent of Schools at all times
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance; on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site) and drive an automobile; and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason define problems; establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university
- Five (5) years of progressively responsible project and event management experience
- Demonstrated successful experience in writing and producing content
- Graphic arts experience utilizing design programs

Knowledge of:

- Modern administrative office procedures and practices
- Correct grammar, spelling, punctuation, document construction, and editing
- Computer application software that includes word processing, graphic design, website administration database and spreadsheets, and personal communication data devices
- A variety of hardware and software configurations, including the web
- Methods of the production of electronic and print journalism
- Principles and practices of research, analysis, and project planning and management
- Techniques for working effectively with groups in workshops, meetings, committees, and advisory boards

Skills and Abilities:

- Demonstrate effective leadership
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Evaluate effectiveness of programs, including design of data collection instruments, collection, aggregation, and analysis of data; and reporting results to stakeholders
- Multi-task and perform complex tasks with speed and accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Handle information in a discreet and confidential manner
- Research, reason, and effectively resolve problems and exercise reasonable judgment in unusual circumstances
- Communicate in English effectively, clearly and concisely, both orally and in writing
- Effectively utilize design program for the creation of flyers, programs, and publications
- Initiate and implement constructive suggestions to improve office and administrative procedures
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work as a team member
- Collaborate with diverse community and agency partners
- Execute the creation and production of communication projects
- Conduct research, analyze data, and initiate necessary changes to maximize the effectiveness of assigned projects

Desirable Qualifications:

- Master's degree in a relevant field
- Experience in a public education environment
- Bilingual/Biliterate

Licenses and Certifications:

- California Driver's License and evidence of insurability

Other Requirements:

- Must be able to maintain confidentiality, professional effectiveness and personal demeanor within often-restrictive time schedules
- Must be willing to modify days/hours and to work evenings and weekends on occasion
- Must be willing to travel using own transportation with mileage reimbursed, as the job may require